



BARRINGTON, NH SELECT BOARD MINUTES

MONDAY, August 26th, 2019

DUE TO TECHNICAL DIFFICULTIES, THE MAJORITY OF THE VIDEO FOR THIS MEETING IS UNAVAILABLE. WE APOLOGIZE FOR THE INCONVENIENCE.

The Select Board meeting for Monday, August 26th, 2019 started at 5:30 p.m. Present were Chairperson Knapp, Selectperson Hardekopf, Selectperson Ayer, Selectperson Bailey, Selectperson Hatch, Administrator MacIver, and Municipal Office Administrator Tiffany Caudle.

The meeting was called to order by Chairperson Knapp. Selectperson Bailey motioned to enter non public session per RSA 91-A:3 II for legal and reputation, seconded by Chairperson Knapp. Roll call - Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Selectperson Hardekopf motioned to exit non-public session at 6:39pm, seconded by Chairperson Knapp. Roll call - Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Selectperson Bailey moved to seal non-public minutes indefinitely to avoid adversely affecting the reputation of those discussed, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. The motion passed.

Chairperson Knapp welcomed all in attendance, led the Pledge of Allegiance, and requested all silence their cell phones.

APPOINTMENTS

Town Hall Building Committee

Committee Chair Casey O'Brien presented the Request for Qualifications for the Town Hall Building project as developed and approved by the Town Hall Building Committee. He noted the technology portion of the bid was intentionally omitted from the RFQ, as the Town's Tech Committee will advise on that portion of the project. Relevant projected dates for the project are as follows:

- August 27th, 2019 – Publish Request for Qualifications
- September 4th, 2019 – Non-Mandatory meeting and site visit
- September 12th, 2019 – Deadline to request additional information
- September 19th, 2019 12pm – **RFQ submission deadline**
- September 20th-October 1st, 2019 - Interviews
- October 7th, 2019 – Selection and notification
- Winter 2019-2020 – Planning and design
- Spring 2020 – Break Ground

The Committee is seeking grant opportunities to obtain funding to utilize the meeting room of the Town Hall as an emergency communications center. After the initial process of selecting a contractor, additional advisors will be brought in to seek alternate funding sources to pursue solar, the charge of the Committee can be updated to include this task.

There were no public questions for the Town Hall Building Committee.

Chairperson Knapp motioned to approve the RFQ as drafted, seconded by Selectperson Ayer. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Police Body and Cruiser Cameras Presentation

Research for this presentation included discussions with each officer on the Town's Police Department, neighboring communities which utilize cameras, and discussions with Barrington's Technology Committee. The presentation included costs, reasons for and against body worn and cruiser cameras, regulations surrounding the use of cameras, and concerns. [The PowerPoint presentation with additional facts and figures can be viewed here.](#) Body cameras would increase the budget by 1%. Federal grants are no longer available for cruiser cameras, Highway grants may be available in the spring of 2020. After six years the Town would own the cameras, and pay for data storage at a rate of \$.75 per gigabyte per year. The contract as written is for storage of 1.5 terabytes, and content can be downloaded to the Town's server from cloud storage. The camera footage must be downloaded before viewing, it is not available in real time for viewing in the field, and there are barriers in place to prevent any tampering or editing. Staff hours for maintenance or record retention should not be increased using these devices. The Select Board agreed that body worn cameras may be included in the

upcoming budget presentation, and Chief Williams will research additional grant funding for cruiser cameras before requesting them.

Recreation Commission Appointment

Dale Sylvia, a Recreation Commission alternate, has been nominated as a full member to fulfil the term of a recently vacated position.

Selectperson Bailey motioned to appoint Dale Sylvia as a full member of the Recreation Commission, seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Conservation Commission Appointment

Ken Grossman, a Conservation Commission alternate, has been nominated as a full member to fulfil the term of a recently vacated position.

Chairperson Knapp motioned to appoint Ken Grossman as a full member of the Conservation Commission, seconded by Selectperson Bailey. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Calef's Country Store 150th Anniversary Proclamation

Co-sponsored by the Barrington Chamber of Commerce, this event will take place on Saturday, September 7th, 2019. Chairperson Knapp read and signed the proclamation, which is able to be viewed [here](#).

PUBLIC COMMENT

There were no public comments.

REVIEW OF MINUTES

July 22nd, 2019

Motion to approve as written by Selectperson Bailey, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

August 12th, 2019

Motion to approve as written by Selectperson Bailey, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Aye, Knapp – Aye. Hardekopf – Abstained. *The motion passed.*

OLD BUSINESS

Town Facility Camera Policy

This is the first reading of the [Town Facility Camera Policy](#) that was requested with approval of the \$12,000 expenditure for additional security cameras at the Public Safety Building. Selectperson Bailey requested Section 10, Lines 2&3 be amended to remove Department Heads, only include “Investigative Personnel” as allowed to copy or remove recordings. Selectperson Hardekopf requested same wording be amended to “personnel may only copy or remove recordings with signed approval of Town Administrator or Chairperson of Select Board if the video or investigation involves the Town Administrator.” Selectperson Hardekopf also requested it be clarified that at no time employees create secondary recordings, such as with personal devices. Deputy Chief Joy stated this is covered under RSA 105. If there is a change in personnel, the Department Head is responsible for removing access, and in that time the officer is only able to access viewing rights, not editing rights for camera. There is no audio recording outside of the Public Safety Building; audio recording is available in two rooms, where bookings and interviews are completed.

Sale of Map 223, Lot 22

The Select Board authorized sale of this Town-owned property in 2016. For unknown reasons, the sale was never completed and the Town returned the deposit in the fall of 2018. The developer would like to finalize the sale. Selectperson Hardekopf requested additional time to review any related meeting minutes and explore reasons the sale was not completed as planned. All related minutes are linked in the [Town Administrator’s Report](#) for August 26th, 2019 meeting, and the Town’s lawyer has reviewed and confirmed the Select Board is still authorized to sell the property with no change in terms.

The vote on the sale of this property has been postponed for further review.

TURBOCAM Ratification

Chairperson Knapp recused himself from this vote and stepped away from the table as an employee of TURBOCAM.

Vice-Chairperson Hardekopf read a ratification as prepared by counsel in regards to finalizing the RSA 41:14a process, written as follows:

“I move to amend and ratify the vote taken on April 8, 2019 to authorize the sale of land on Redemption Road to reflect that the two lots to be

sold are Map 233, Lot 77 and Map 234, Lot 1.2 and to reflect that the public hearings held on March 11, 2019 and March 25, 2019 pertained to the conveyance of Map 233, Lot 77 and Map 234, Lot 1.2.”

Selectperson Ayer motioned to authorize the ratification as read. The motion was seconded by Vice-Chair Hardekopf. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye. *The motion passed.*

Chairperson Knapp returned to the table.

NEW BUSINESS

Declare New Town Hall Primary Emergency Operations Center

Barrington’s Fire Chief and the Town Hall Building Committee have recommended the new Town Hall be declared the Town of Barrington’s primary emergency operations center, and asked the Board to consider this declaration, effective when the Town Hall is completed. This declaration will allow the Town to apply for relevant grant funding. Selectperson Ayer motioned to authorize the new Town Hall, upon completion, be declared the Town’s Primary Emergency Operations Center, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Ridge at Greenhill Development Road Names

The conditionally approved subdivision, Ridge at Greenhill, has proposed the following names for the three new roads: Signature Drive, High Point Circle, and September Drive. The E911 Committee has reviewed the proposed names and recommended the proposed names. The Board was asked to consider approving the proposed road names for this subdivision.

Chairperson Knapp motioned to approve the road names as proposed, seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

In-House Paramedic Transports

Increased utilization of Barrington’s in-house paramedics for emergencies in Town would reduce the cost and response time for residents. The Compensation Study Task Force agreed and requested a policy be developed to outline response time and patient care. The Board was asked to review the [Policy Draft](#) and recommend any changes for the second reading on September 9th. Chief Walker clarified that

the requirement will be an in-house paramedic be able to reach a patient in the same amount of time or less than an out of Town responder. The board did not request any changes, and the second reading of the draft is set for September 9th.

Cub Scout Use of Public Safety Yard

The Select Board was asked to allow the Cub Scouts to use the outside facilities at the Public Safety Building on Saturday, September 7th in order to conduct their recruitment drive.

Selectperson Ayer motioned to approve the facility's use for this purpose, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Oak Hill Road Work

The Board was asked to consider authorizing the recommended expenditures and work on Oak Hill. Road Agent Marc Moreau provided [an estimate](#) for the work, and explained the ice dams have been caused by a drainage pipe that has failed and likely collapsed, there are additional basins on the road which the Highway Department is attempting to clear. The Road Agent would like to patch the road for the winter for safety purposes, and approach for repair in the spring of 2020. Costs as presented are expected out of pocket costs for materials, contractor, and rental.

Wildcat Road Turnaround

The low bid for this project was \$73,000, far exceeding the expected cost of approximately \$40,000. As the land beyond the turnaround may be developed in the future and render the turnaround obsolete, a cost-effective solution is preferred. Road Agent Marc Moreau was asked to review the project and offer his recommendation. The [proposal as written](#) would be a combination of in-house and sub-contracted work. Total work involved would equate to two weeks, but it would be completed sporadically, not continuously.

Chairperson Knapp motioned to approve the requested work as presented on *both* **Oak Hill Road** and the **Wildcat Road Turnaround**, seconded by Selectperson Ayer. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

2020 Budget Wage Increases

As in previous years, the Board was asked to consider an annual wage increase for Town employees including a step increase of 1.75% and a Cost of Living (COLA) increase of 1.25%, totaling 3%. This allows Department budgets for 2020 to be calculated to include the wage increases and has been recommended by the Compensation Study Task Force. Selectperson Hardekopf cited the suggestion by the Compensation Study Task Force to use the Consumer Price Index (CPI) as a marker for the necessary COLA increase, and supported the suggested 1.25% guaranteed COLA increase for Town employees. Selectperson Hardekopf motioned all budgets be brought forward with 1.25% COLA increase, 1.75% step increase. Chairperson Knapp seconded the motion. Roll call vote: Ayer – No, Bailey – No, Hatch – No, Hardekopf – Aye, Knapp – Aye. *The motion failed.*

Selectperson Bailey cited the current low unemployment rate and the need to retain current employees as he encouraged a vote on a guaranteed 4.25% wage increase, to include the 1.75% step increase and a 2.5% COLA increase.

Selectperson Hardekopf cited a risk that some staff would require a pay cut following the Compensation Study Task Force results if 4.25% were approved.

Selectperson Ayer indicated the need for additional information. No specific requests were made.

Selectperson Hatch raised concerns regarding homes on fixed incomes not receiving a similar guaranteed increase in income. She is in support of department heads preparing for a 3% increase in their budgets.

Administrator MacIver explained that this portion of the process was completed and approved by the Select Board in June of 2018. This year the vote was delayed due to the Compensation Study. He urged the Select Board to take action on the proposed increase for the 2020 budget.

Selectperson Bailey motioned to approve a guaranteed minimum 3% wage increase as proposed, seconded by Chairperson Knapp. Roll call vote: Ayer – Nay, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

GENERAL INFORMATION

Hard Rock Development Update

The development company is continuing to work with engineers as well as the NH Department of Environmental Services to define the scope of the hydrogeological study, and once the results are complete the appropriate permits will be requested.

2020 Budget Consideration for Excavator

The Road Agent will be presenting a recommendation on September 9th for the use of a mini excavator in 2020. What information would the Select Board like to be presented? Selectperson Hardekopf would like to know how many months the excavator was used. Selectperson Ayer noted that with increased demand, he expects the price for excavator purchases and rentals will increase. Administrator MacIver requested any additional questions or requests be sent to him for consideration.

Deputy Treasurer

The Town has been unable to find a candidate to fill the position of Deputy Treasurer. Administrator MacIver would like to know if the Board is interested in utilizing a staff member as the Deputy Treasurer, which is the case in other New Hampshire Towns and Cities. The position has been posted on the Town website and requested to be advertised through all committees. Current staff under consideration is the Municipal Office Administrator. As the Select Board raised no objection, Administrator MacIver will reach out to the Town's auditor and attorney to review any possible conflicts.

New Road Name – HRCU/Christmas Dove

A road name for the new road has not been proposed by the developers.

Noise Ordinance Waiver Issued

Pursuant to the Town's Noise Ordinance, Administrator MacIver issued a waiver for a private, not-for-profit event to be held at 227 Tolend Road on Saturday, September 7th, 2019. Abutters were notified and raised no objection. The property owner will be contacted as a reminder to check with Chief Williams to see if a parking permit will be needed for the event.

Axsess Energy Negotiated Electrical Update

Energy rates have fluctuated since the agreement began in January of 2019, saving the Town an average of 1-2 cents/kWh. This information reinforces the decision of the Select Board to secure a 36-month agreement with Axsess Energy.

AUGUST WORK ANNIVERSARIES

Jere Calef and Richard Conway have reached 32 years working in the Town of Barrington, currently working in the Highway Department and Recreation respectively. Richard Melanson, Michelle Cloutier, Amanda Noyes, Shane Elliot, Jameson Young, and Conner MacIver are also celebrating between 1-3 years as Town Employees each.

2019 SELECT BOARD GOALS

The status of the [Select Board Goals](#) as approved May 6th, 2019 were briefly reviewed.

STAFF REPORT

Clerk Caudle requested signatures for the following:

- Payroll manifests dated 8/4/19 and 8/22/19
- Accounts Payable Manifest 2019-68 dated 8/2/19

UPCOMING MEETINGS AND EVENTS

- September 7th – Barrington Village Festival and Calef's 150th Anniversary
- September 9th – Select Board Meeting
- September 23rd – Select Board Meeting and Start of Budget Process

SELECTPERSON'S REPORT AND CONCERNS

Selectperson Ayer was unable to attend the recent Conservation Commission meeting.

Selectperson Bailey encouraged residents to check the library website to seek out upcoming events and also shared the Library Trustees are still in need of volunteers.

Selectperson Hardekopf shared all minutes for the Recreation Commission's 2019 meetings have been uploaded to the Town website. The Commission is exploring options for office space for the Recreation Director and Assistant Director to minimize interruptions. The Program Coordinator position has not been filled. A well on the Recreation property used for the water slide will be tested for flow (gallons per minute) to ensure it meets the requirements for summer camp.

Selectperson Hatch shared the Zoning Board granted two approvals, with one continued for additional information.

Chairperson Knapp shared the Technology Committee reviewed requirements and provided feedback for network cable to the fire and police stations, and contacted the contractor in regards to a warranty of the cable which was unintentionally driven over. The Town Hall Building Committee shared the RFQ at present meeting.

PUBLIC COMMENT

Casey O'Brien of 24 Hall Rd commented that there are additional wells on the property adjacent to the well used by Recreation which may be available for use.

NON-PUBLIC SESSION

Selectperson Bailey moved to enter non-public session at 9:32pm., per RSA 91-A:3 II for personnel, land, legal, and reputation, seconded by Selectperson Hatch. Roll call vote: Ayer – Aye, Bailey – Nay, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Chairperson Knapp motioned to exit non-public session at 10:38p.m., seconded by Selectperson Bailey. Chairperson Knapp asked for a roll call vote, Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Selectperson Bailey moved to seal non-public minutes indefinitely to avoid adversely affecting the reputation of those discussed, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

OLD BUSINESS

Sale of Map 223, Lot 22

Chairperson Knapp motioned to finalize sale of the property located on Map 223, Lot 22 with the same terms as agreed previously, seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

ADJOURNMENT

Selectperson Hardekopf motioned to adjourn at 10:39pm, seconded by Selectperson Hatch. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*